

Northaw House Cuffley, Potters Bar Hertfordshire

Written Scheme of Investigation for an Archaeological Evaluation



for
Archaeology Collective

on behalf of
Client

CA Project:MK0215

April 2020



Northaw House Cuffley, Potters Bar Hertfordshire

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Figure 1	Site location plan (1:25,000)
Figure 2	Proposed Trench Layout (1:2000)

1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation within the grounds of Northaw House, Cuffley, Potters Bar, Hertfordshire (centred at NGR: 527457, 202422), hereafter referred to as 'the Site,' at the request of Archaeology Collective
- 1.2 Full planning permission was granted by Welwyn Hatfield Borough Council (WHBC) for the proposed development on 7 January 2020 (Application number: 6/2019/0217/MAJ). Listed Building Consent was granted on 10 January 2020 (Application no. 6/2019/0218/LB). The development comprises Conversion of Northaw House to form 11 apartments (including refurbishment of existing single caretaker's flat) and underground parking area, the Ballroom Wing to form 2 dwellings, the Stable Block to form 1 dwelling, refurbishment of existing dwelling at Oak Cottage, 3 dwellings within the Walled Garden, 7 dwellings within the Settlement Area, refurbishment of the Walled Garden, refurbishment of access routes and reinstatement of old route, provision of hard and soft landscaping, car parking and supporting infrastructure. The following condition was attached to the planning application:

Condition 3: *No development shall take place until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The development shall not be carried out other than in accordance with the approved Archaeological Written Scheme of Investigation. The scheme shall include an assessment of archaeological significance and research questions; and:*

- a) *The programme and methodology of site investigation and recording;*
- b) *The programme for post investigation assessment;*
- c) *provision to be made for analysis of the site investigation and recording, including Northaw House;*
- d) *provision for how archaeological recording, relating to Northaw House will be carried out to record all interventions into the fabric of building in areas where such works might reveal additional information relating to the development of the building, and for the purpose of recoding any original historic features that may be exposed;*

- e) *provision to be made for publication and dissemination of the analysis and records of the site investigation;*
- f) *provision to be made for archive deposition of the analysis and records of the site investigation; and*
- g) *Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

1.3 This WSI has been guided in its composition by *Standard and guidance for archaeological field evaluation* (ClfA 2014), *Standards for Field Archaeology in the East of England* (Gurney 2003), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (Historic England 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (Historic England 2015) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The development area is approximately 11ha, and comprises Northaw House, its outbuildings, garden and surrounding grounds. The Site is situated to the north east of Potters Bar. Judges Hill road forms the northern boundary of the estate, Coopers Lane runs past the western boundary and the southern boundary is formed by a farm track and field boundary. To the north and south the site is surrounded by pasture fields. The village of Northaw is situated immediately to the east of Site. The curtilage of another country estate is situated immediately across Coopers Lane to the west. The site lies at approximately 100m AOD, with ground falling away to the east and higher land to the west beyond Coopers Lane.
- 1.5 The underlying bedrock geology of the area is mapped as London Clay Formation - Clay, silt and sand which formed between 56 and 47.8 million years ago during the Palaeogene period. Superficial Deposits are recorded as sedimentary deposits of sand and gravel, the origin of which is currently uncertain, formed between 2.588 million years ago and the present during the Quaternary period.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 A comprehensive archaeological and historical background has been produced by Archaeology Collective (AC 2019), which lists all information available from the local Historic Environment Record (HER) within 1 kilometre of the Site. The pertinent elements of the background are summarised below:

Mesolithic – Iron Age (12,000 BC – 43 AD)

- 2.2 Several findspots of Mesolithic flint, including cores, blades and a burin or borer (HHER 621, 6475, 6488 and 6490), discovered in 1983, have been recorded inside the study area, suggesting a background of hunter-gatherer activity along the catchment of the River Lea. These implements were recovered during fieldwalking by the Enfield Archaeological Society. The HER contained no evidence for Later Prehistoric activity within the study area, suggesting that the area was considered unattractive for agriculture. During this time, the surrounding landscape is likely to have been woodland and heath, and therefore the potential for encountering Prehistoric Activity within the Site is considered to be low (AC 2019).

Roman (43 – 410 AD)

- 2.3 The HER contained little evidence for Roman Activity within the study area, although finds of Roman tile and associated oyster shell were recorded in 1956 on the Oakmere Estate (HHER 9119). Further to the south west, but outside the study area a Roman tile kiln was excavated in the centre of Potters Bar, suggesting the presence of a villa settlement nearby.

Medieval (410 – 1485 AD)

- 2.4 The HER contains no evidence for Saxon or Early Medieval activity within the study area. Place name evidence for Northaw and Cuffley suggests the settlements established within a wooded landscape (AC 2020). The settlement is documented from the mid-10th century, developing as an estate of St Albans Abbey.
- 2.5 There is documentary evidence for the fraught relationship between the Monks and their tenant at Northaw as early as the 12th century. The medieval manorial centre was situated at Nyn Hall, 840m to the north east of the current site (AC2019), and consisted of a 14th century hall enlarged in the 16th century into a Tudor mansion, before being completely demolished and re-developed at the beginning in 1774

(HHER 4743). The southern half of Northaw Parish was enclosed in the early 12th century as part of Enfield Chase, a large hunting park between Potters Bar, Enfield and Northaw (AC2019).

- 2.6 The medieval church of St Thomas à Becket was demolished and reconstructed in the 19th century. Archaeological monitoring of development work within the churchyard revealed the remains of a possible medieval building, but no further work has been undertaken to confirm the position of the medieval structure (HHER 12640).
- 2.7 Recorded medieval activity within the study area has been associated with the development of the moated site at Nyn Hall and the later development of the village and its church. Geological and documentary evidence suggests that the development of the village may have been adversely affected by the combination of heavy clay soils and the enclosure of the southern half of the parish during the 12th century. The potential for finding archaeological features associated with the medieval village is therefore low.

Post Medieval - Modern (1485 – 1900 AD)

- 2.8 From the 16th century, the former forest and heathland around Northaw was purchased, enclosed and parcelled into several small country estates. These included the original manor at Nyn Hall, which was redeveloped by Ambrose Dudley during the 1550's (AC2019). Northaw House and Northaw place were constructed a century later. All three properties were redeveloped during the 18th and 19th centuries.
- 2.9 A 17th century turnpike road, forming part of the Great North Road, ran north-south past the western edge of the Site, along the present-day alignment of Coopers Lane. A tollhouse was constructed immediately to the west of the Site in 1730 to collect tolls on the road (AC 2019, HHER 30763), and a coaching inn and public house were constructed in the 18th century further to the south west, to serve clients travelling between London and The North (MHT 9992, MHT 13409).

3. AIMS AND OBJECTIVES

- 3.1 The principal aims of the archaeological investigation are to:

- Determine the presence or absence of archaeological remains;
- Determine the character, extent, date, complexity, integrity, state of preservation and quality of any archaeological remains present, therefore ensuring their preservation by record; and
- To provide robust baseline information to inform the scoping of a mitigation strategy, should this be required.

3.2 Further, more detailed, research aims may be generated from the results of the evaluation and specifically to the regional research framework *Research and Archaeology Revisited: A Revised Framework for the East of England* (Medlycott 2011).

3.3 In accordance with *Standard and guidance for Archaeological field evaluation* (ClfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable Welwyn Hatfield Borough Council, who are advised on archaeological matters by Hertfordshire Historic Environment Advisory Service, to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (MHCLG 2019). Depending on the results of the evaluation, further phases of archaeological work may be required. These will require separate supporting documentation in the form of WSIs or Method Statements. A separate WSI for building recording at Northaw House and its associated structures is being submitted separately (CA 2020).

4. METHODOLOGY

Excavation and recording

4.1 The first stage of the archaeological programme of works will comprise the following:

- An archaeological trial-trench evaluation of the site, comprising the excavation of six trial trenches: three measuring 20 x 1.8m and three

measuring 30 x 1.8m. The evaluation trial-trench locations are shown on Figure 2.

- Post excavation research, analysis, report and archive production.

4.2 Trenches will be set out on OS National Grid (NGR) co-ordinates using Real Time Kinematic Global Navigation Satellite Systems (RTK GNSS) and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the archaeological advisor to the LPA. The final 'as dug' trench plan will be recorded with RTK GNSS.

4.2 All trenches will be excavated by a mechanical excavator equipped with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.

4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using RTK GNSS as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using RTK GNSS this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken with a Digital Single Lens Reflex camera (DSLR) in RAW format as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.

4.4 Sample excavation of archaeological deposits will be limited and minimally intrusive, sufficient to achieve the aims and objectives identified in Section 3 above, and at this stage there is no requirement to sample all archaeological features encountered. Where appropriate excavation will not compromise the integrity of the archaeological record, and will be undertaken in such a way as to allow for the

subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.

Artefact retention and discard

- 4.5 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts except for large assemblages of post-medieval or modern material. Such material may be photographed, noted and not retained, or, if appropriate, a representative sample may be collected and retained.

Human remains

- 4.6 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. For each situation, the following actions are to be undertaken:

- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated with a small slot to confirm the presence and condition of human bone. Once confirmed as human, the buried remains should only be further disturbed at evaluation stage if to do so is fundamental to achieving the aims and objectives listed in Section 3. An example would be information about dating having a bearing on significance (and perhaps a requirement for preservation in situ of a cemetery).
- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *CIfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (CIfA 2004).

Environmental remains

- 4.7 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (Historic England 2011), and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer, but will follow the general selection parameters set out in the following paragraphs.
- 4.8 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken.
- 4.9 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.10 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.11 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (Historic England 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within CA

Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites.

Treasure

- 4.12 Upon discovery of Treasure CA will notify the client and the curator immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein (DCMS 2007). Findings will be reported to the coroner within 14 days.
- 4.13 Upon completion of the evaluation all trenches will be backfilled by mechanical excavator.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Adrian Scruby ACIfA, Project Manager, CA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a maximum of 3 staff (eg 1 Project Officer and 2 Archaeologists).
- 5.4 It is envisaged that the project will require approximately 3 days fieldwork. Analysis of the results and subsequent reporting will take up to a further four weeks.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Peter Banks MCIfA (CA)
Metalwork	Ed McSloy MCIfA (CA)
Flint	Jacky Sommerville PCIfA (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA)/ Matty Holmes BSc MSc ACIfA (freelance)

Human Bone	Sharon Clough MCIfA (CA)
Environmental Remains	Sarah Wyles PCIfA (CA)
Conservation	Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)
Geoarchaeology	Dr Keith Wilkinson (ARCA)

5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals, specific guidance from Hertfordshire Association of Museums (HAM 2017) and the Museums and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1991). A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy.

6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report;
- (ii) a summary of the project's background;
- (iii) description and illustration of the site location;
- (iv) a methodology of the works undertaken;
- (v) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- (vi) a description of the project's results;
- (vii) an interpretation of the results in the appropriate context;
- (viii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);

- (ix) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (x) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (xi) plans of each trench, or part of trench, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption. General photos of all trenches containing archaeological features should be included in the report, along with a representative sample of blank trenches;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;
- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- (xviii) The Hertfordshire HER summary sheet will be included within the appendices

6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:

- (i) specialist aims and objectives
- (ii) processing methodologies (where relevant)

- (iii) any known biases in recovery, or problems of contamination/residuality
- (iv) quantity of material; types of material present; distribution of material
- (v) for environmental material, a statement on abundance, diversity and preservation
- (vi) summary and discussion of the results to include significance in a local and regional context

- 6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and locally specific guidance from Hertfordshire Association of Museums (HAM 2017).

Academic dissemination

- 6.6 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within an appropriate local archaeological journal. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.7 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports Online* web page, generally within 12 months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

- 6.8 CA will make arrangements with Mill Green Museum Service for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection. The Museums Service will be consulted at this stage concerning their requirements and notified in advance of the expected time limits for deposition of the archive.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1 Notification of the start of site works will be made by the Client (Archaeology Collective), to the Welwyn Hatfield Borough Council's Archaeological Advisor so that there will be opportunities to visit the evaluation and check on the quality and progress of the work. Trenches will not be backfilled without the agreement of the Hertfordshire Historic Environment Team's monitoring officer.

10. QUALITY ASSURANCE

- 10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.

10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

11.1 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and Cotswold Archaeology websites, as set out in Section 6 above, in due course.

12. STAFF TRAINING AND CPD

12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.

12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

AAF (Archaeological Archives Forum) 2007 *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*

- AC (Archaeology Collective) 2019 *Northaw House, Cuffley, Potters Bar, Hertfordshire: Archaeological Desk-Based Assessment*
- APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England, 2nd Edition.*
- BGS (British Geological Survey) 2020 *Geology of Britain Viewer*
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 02 March 2020
- CA (Cotswold Archaeology) 2020 *Northaw House, Cuffley, Potters Bar: Written Scheme of Investigation for Historic Building Recording.*
- CIFA (Chartered Institute for Archaeologists) 2014 *Standard and guidance for archaeological field evaluation*
- DCMS (Department of Culture Media and Sport) 2007 *Treasure Act 1996 Code of Practice 2nd revision*
- Gurney, D 2003: *Standards for Field Archaeology in the East of England*, East Anglian Archaeology: Occasional Papers No. 14, Witley Press, Hunstanton
- HAM (Hertfordshire Association of Museums) 2017 *Hertfordshire Archaeological Archive Standards. A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*
- HE (Historic England) 2011 *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*
- HE (Historic England) 2015 *Management of Research Projects in the Historic Environment (MORPHE)*
- HE (Historic England) 2015 *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide*
- HE (Historic England) 2015 *Project Planning Note 3*

MG (Museums and Galleries Commission) 1991 *Standards in the Museum Care of Archaeological Collections*

Medlycott, M (ed) (2011) *Research and Archaeology Revisited: a Revised Framework for the East of England*, East Anglian Archaeology: Occasional Papers No. 24, Witley Press, Hunstanton

MHCLG (Ministry of Housing Communities and Local Government) 2019 *National Planning Policy Framework*

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS***Ceramics***

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman (Samian) (Amphorae stamps)	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA)
Metal Artefacts	Katie Marsden BSc (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)

Biological Remains

Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.* Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artifacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
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- ClfA, 2014, *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
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- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
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